



MONTANA STATE PRISON POLICIES AND PROCEDURES

Policy No.: MSP 4.8.100	Subject: CONTRACT PLACEMENT BUREAU OPERATIONS
Chapter 4: Institutional Services	Page 1 of 7, plus 2 attachments
Section 8: Contracted Inmate Placements	Revision Date:
Signature: /s/ Mike Mahoney	Effective Date: 06-01-03

I. POLICY:

It is the policy of Montana State Prison's Division to manage contracts for adult inmate placements in private and regional correctional facilities. Placements in contract facilities are dependent upon the facilities' needs for: bed space, cost effective per diem rates, alternatives to placement in state facilities, victims' issues, appropriate programming, safe and secure operations, and the inmate needs.

II. AUTHORITY:

2-15-112, MCA. Duties and Powers of Department Heads
53-1-203, MCA. Powers and Duties of Department of Corrections
53-30-Part 1, MCA. Adult Offenders
53-30-Part 5, MCA. Regional Correctional Facility Act
53-30-Part-6, MCA. Private Correctional Facilities
7-32-Part 22, MCA. Detention Centers
DOC Policy 3.1.12, Escorted Trips
DOC Policy 3.4.1, Adult Institutional Discipline

III. DEFINITIONS:

Cascade County Regional Adult Detention Center is the regional correctional facility located in Great Falls, Montana that is owned and operated by the Cascade County government under the management of the Cascade County Sheriff. This facility is under contract and currently houses adult male inmates.

Contract Placement Bureau (CPB) is the unit within MSP that is responsible for developing, managing and monitoring contracts for the placement of adult male inmates.

Policy No.: MSP 4.8.100	Chapter 4: Institutional Services	Page 2 of 7
Subject: CONTRACT PLACEMENT BUREAU OPERATIONS		

Crossroads Correctional Center (CCC) is the private correctional facility located in Shelby, Montana that is owned and operated by the Corrections Corporation of America and is under contract to house adult male inmates.

Dawson County Adult Correction Center is the regional correctional facility located in Glendive, Montana that is owned and operated by the Dawson County government under the management of the Dawson County Sheriff. This facility is under contract to house adult male inmates.

Missoula Assessment and Sanction Center (MASC) is the regional correctional facility located in Missoula, Montana that is owned and operated by the Missoula County government under the management of the Missoula County Sheriff. This facility is under contract to house adult male inmates who have been committed to the Montana Department of Corrections. The facility is under contract with joint oversight by the Community Corrections Division and the Montana Prisons Division of the MDOC.

MSP is an acronym for Montana State Prison.

IV. PROCEDURES:

A. Contract Placement Bureau/General Operations

1. The CPB is responsible for the screening and placement of all adult inmates to be housed in secure care contract facilities. The CPB staff are charged with the responsibility of monitoring all placements to ensure that inmates are treated appropriately and that contracted facilities are operated in a safe and secure manner at all times.
2. The CPB is located at MSP with satellite offices at the Crossroads Correctional Center, the Cascade County Regional Facility and the Dawson County Adult Detention Facility.

B. Satellite Offices

Offices in private and regional facilities are staffed by contract monitors. These individuals are charged with the responsibility of monitoring contract compliance and to

Policy No.: MSP 4.8.100	Chapter 4: Institutional Services	Page 3 of 7
Subject: CONTRACT PLACEMENT BUREAU OPERATIONS		

serve as liaison officers between the facility and the Department.

C. Offender Placement Procedures

1. Screening:

Upon completion of the orientation and reception process at MSP every inmate will be considered for potential placement in contract facilities. This process is required to ensure that there is a list of eligible inmates for placements so that the populations at MSP can be managed in a safe, secure and effective manner.

The following criteria is typically addressed for every inmate who is screened:

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| a) Criminal history. | i) Parole eligibility/sentence review. |
| b) Detainers. | j) Discharge date. |
| c) Classification. | k) Length of sentence. |
| d) Custody. | l) Disciplinary record. |
| e) Medical/mental health needs. | l) Program needs. |
| f) Victim needs. | n) Escape history. |
| g) Separation needs. | o) Mitigating or aggravating circumstances. |
| h) Institutional needs. | p) Atypical inmates |

2. Placement Considerations:

Placements are made based on the custody level and the number of inmates that have been requested by a facility. The CPB reserves the right to determine placement consideration for all inmates. In the event that there is a legitimate reason to place an inmate in one program as opposed to another, the request will be addressed on a case-by-case basis by the CPB managers.

3. Approval of Placements:

The CPB Chief or designee grants final approval of inmate placement after consulting with the following departments:

- Board of Pardons.
- IPPO.

Policy No.: MSP 4.8.100	Chapter 4: Institutional Services	Page 4 of 7
Subject: CONTRACT PLACEMENT BUREAU OPERATIONS		

- Medical.
- Dental.
- Psychological.
- Unit management.
- Records.
- Classification

4. Transportation:

Transportation is arranged by CPB staff in accordance with local facility contracts and DOC Policy 3.1.12 “Escorted Trips”.

D. Communications

Facility contracts provide the specific procedures by which communications with the CPB must be maintained. At a minimum, the information outlined in attachment A must be submitted to the CPB as specified in the attachment.

E. Reporting Requirements for Contract Facilities

The CPB requires daily contact with all of the contracted facilities through the use of Daily Operational Reports (attachment B).

F. Inmate Disciplinary Action

All contracted facilities must strictly comply with procedures for disciplinary actions in accordance with DOC Policy 3.4.1 “Adult Institutional Discipline”.

G. Transfer Procedures

1. Transfers between correctional facilities may occur on a regular basis.
2. The basis for decisions regarding how transfers will be made include custody, classification, disciplinary, medical, fiscal, separation and programming needs (and in special cases, inmate needs).

Policy No.: MSP 4.8.100	Chapter 4: Institutional Services	Page 5 of 7
Subject: CONTRACT PLACEMENT BUREAU OPERATIONS		

3. The MSP Division's CPB is responsible for making the final decisions on the transfer of all inmates into contracted correctional facilities.
4. The reason for transfers must be documented in all cases.
5. Transfers and/or returns between contract and state correctional facilities are typically made as a result of the following:
 - Disciplinary problems.
 - Medical.
 - Need for separation.
 - Program requirements/needs.
 - DOC fiscal responsibilities.
 - Population management
 - Inmate request/need.
 - Security Threat Groups management

H. Facility Monitoring Requirements

1. Staffing:
 - a) Every contract facility will be monitored by an on-site staff member who is an employee of the DOC.
 - b) Monitors are directly accountable to the CPB Chief; however, day-to-day supervision by a CPB Manager may be provided if requested by the CPB Chief.
 - c) Pre-service and in-service training requirements will be established for all monitors, and on-the-job training will be provided on a regular basis.
2. Monitoring Instruments:
 - a) The monitoring of all contract facilities will be conducted through the use of standard checklists that are developed in accordance with requirements outlined in facility contracts. Contract monitors will utilize the factors in the monitoring checklists as guidelines for daily work activities. Reports on contract compliance and daily operations of each facility will be developed by the CPB to guide monitors and

Policy No.: MSP 4.8.100	Chapter 4: Institutional Services	Page 6 of 7
Subject: CONTRACT PLACEMENT BUREAU OPERATIONS		

facility staff in the appropriate procedures for documenting work and reporting findings.

- b) Contract facilities may be subject to intensive on-site monitoring reviews conducted by the CPB. These reviews will utilize a monitoring instrument previously approved by the contract facility and the CPB. The review teams for each contract monitoring effort will be selected on a case-by-case basis by the CPB Chief or designee. The review team will typically be composed of Department staff, employees from other contracted facilities, and subject matter experts.
- c) Prior to the placement of inmates in a new contract facility, the CPB will conduct a pre-operations monitoring review. This review is conducted to provide the facility and the CPB with baseline information to assist in determining what current issues require corrective action.
- d) Following each monitoring review, an on-site meeting will be conducted with the facility to review the findings of the monitoring effort. Requirements will be made at this time for the formulation of corrective action plans, including time lines for completion.
- e) Emergency and/or extraordinary monitoring reviews will be conducted at any facility in which the CPB Chief determines there is evidence of a need for immediate action. These inspections may be made unannounced at the contract facility.
- f) The review and revision of all monitoring instruments will be completed on an annual basis. Emergency changes may be made in the event that there are immediate needs to address. All monitoring instruments, and changes, will be submitted to the applicable contract facility for review. The CPB will give every consideration to changes and/or additions to the monitoring instruments, when they are suggested by the contract facilities. The CPB is not bound to make such changes unless they reflect an issue clearly defined by the facility contract.

Policy No.: MSP 4.8.100	Chapter 4: Institutional Services	Page 7 of 7
Subject: CONTRACT PLACEMENT BUREAU OPERATIONS		

I. Contract Compliance

1. Any out of state or federal jurisdiction inmates housed at the private facilities will be in accordance with MCA 53-30-603. The contracts with private facilities will address confinement and operations related to these other jurisdictions and the Contract Placement Bureau will oversee the approval and enforcement of these contracts.
2. Facility contracts will serve as the basis by which all issues of importance are decided, and by which questions regarding operations will be addressed. In the event that there are operational or legal issues that require contract interpretation, the CPB will seek the assistance of DOC Legal Services staff.

V. **CLOSING:** Questions concerning this policy should be directed to the CPB Chief.